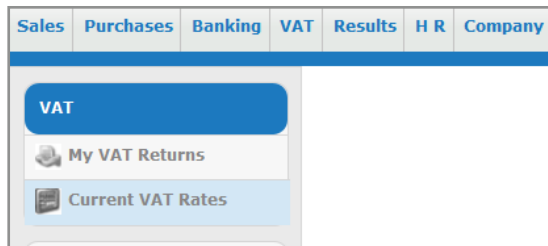


## Add a New VAT Rate

To add a new VAT code, press the **VAT** tab then the **Current VAT rates** button.



This will bring up a list of the current VAT rates. Press **New** on the right hand side.

	Code	Rate	Description	Type	Registered number	Net box	VAT box	
Select	10	0.00	Purchase Input - Zero	Please select..	222 4444 77	7	4	New
Select	11	20.00	Purchase Input - Std	Please select..	222 4444 77	7	4	
Select	11(15)	15.00	Input - 2009 standard	Special	222 4444 77	7	4	
Select	12	5.00	Purchase Input - 5% Fuel Rate	Please select..	222 4444 77	7	4	
Select	13	8.00	Purchase Input - 8% Fuel Rate	Please select..	222 4444 77	7	4	
Select	14	0.00	Purchase Input - Imports	Please select..	222 4444 77	9	4	
Select	15	0.00	Purchase Input - Duty Import	Please select..	222 4444 77	7	4	
Select	17	17.50	Old VAT rate	Special	222 4444 77	7	4	
Select	19	0.00	Purchase Inputs - Exempt	Please select..	222 4444 77	7	0	

Fill in the details and press **Insert**.

Code	
Input/Output	Output/Sales ▼
Rate	
Description	
Net box	
VAT box	
Type	Please select.. ▼
Use in Sales	<input type="checkbox"/>
Use in Purchases	<input type="checkbox"/>
VAT registered number	GB 901143265 ▼
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

**Notes:**

**Code**- Select the unique code for the new VAT rate.

**Input/ output**- Select whether it is an input (purchases), output (sales) or not applicable.

**Rate**- Enter the VAT rate.

**Description**- Enter a description of the VAT rate.

**Net box**- This is the box on the VAT return that the net amount will go into.

**VAT box**- This is the box on the VAT return that the VAT will go into.

**Type**- Select the VAT type from the drop down menu.

**Use in Sales**- Tick if you want it to show in Sales.

**Use in Purchases**- Tick if you want it to show in Purchases.

**VAT registered number**- Select your VAT registered number from the drop down menu.